Required Competencies for Vocational Director Certification

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|---|------------------|---|---|--------------------|---------------------------|---------|-----------------|
| A. Program Planning and Development, | Evaluation and l | mprovement | | | • | | |
| Implement local board and | X | | X | | | | |
| administration policies | | | v | | | | |
| 2. Recommend program policies to the administration and board | | | X | | | | |
| Determine program feasibility | | | X | | X | | |
| Utilize advisory committee | | | X | | X | | |
| Prepare new course proposal | | | 71 | | X | | |
| 6. Develop long-range plans | | | X | | | | |
| 7. Develop a program effectiveness and | | | X | | | | |
| evaluation plan | | | | | | | |
| 8. Review licensure, accreditation and | | | X | | | | |
| certification requirements | 37 | | 37 | | | | |
| 9. Assist staff in establishing program goals, objectives, and need prioritization | X | | X | | | | |
| 10. Provide for the expansion of | | X | X | | X | | |
| classroom learning through the use of local, state, and federal resources (A+, internships, tech prep, COE, service learning, etc.) | | | | | | | |
| B. Curriculum and Instruction Managem | | T === | | T | T == | 1 | |
| Comply with legal requirements and regulations | X | X | X | | X | | X |
| Develop and integrate academic and vocational instruction | | X | | | X | | |
| Seek curriculum and instructional | | | | | X | | |
| assistance from business and industry | | | | | | | |
| 4. Establish curriculum development and review procedures | | | | | X | | |
| 5. Evaluate curriculum and instructional | | | | | X | | |
| delivery methods 6. Establish program admission | | | | | X | | |
| requirements | | | ** | | | | |
| 7. Determine student progress reporting system | | | X | | X | | |
| Provide for vocational student | | | X | | X | | |
| organizations | | | | | | | |
| C. Student Services | 37 | 37 | 37 | T | I | | *** |
| Comply with applicable federal and state statutes and regulations regarding students | X | X | X | | | | X |
| Provide for student discipline | | | X | | | | X |
| Assist in development of student | X | | X | | | | Λ |
| handbook | 1 | | | | | | |
| Develop and maintain student records | | | X | | | | |
| 5. Provide support services for special | | | X | | X | | X |
| populations 6. Provide comprehensive program of | | | X | | | | |
| guidance and counseling services | | | A | | | | |
| 7. Establish crisis intervention plan(s) | X | | X | | | | |
| 8. Coordinate financial aid and | | | X | X | | | |
| scholarships | | | | | | | |
| D. Personnel Management | | | | | | | |
| Establish and maintain open | X | | | | | | |
| communication with personnel | v | | v | v | | | |
| 2. Recruit, select, and recommend personnel for employment | X | | X | X | | | |
| 3. Supervise and evaluate faculty and staff | | | X | X | | | |
| 5. Supervise and evaluate faculty and staff | <u> </u> | <u> </u> | - 21 | | l . | ll | |

| 4. Comply with applicable local, state, and federal regulations, policies and procedures 5. Orient new personnel to institutional and district operations 6. Develop job descriptions 7. Develop institutional personnel handbooks E. Business and Financial Management 1. Monitor financial revenues and expenditures 2. Comply with legal requirements for | X | Philosophy of Vocational Education | Introduction of Vocational Administration X X X X X | Adult Education | Curriculum Development | Finance | Legal Issues |
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| Monitor financial revenues and expenditures | | | | X | | | |
| expenditures | | | | | | 1 | |
| | | | X | X | | X | |
| auditing and reporting for all funding sources | | | Х | X | | X | X |
| 3.Develop operational and capital budgets to support goals, objectives, and needs for all levels of program responsibilities | X | | Х | X | | X | |
| 4. Comply with legal requirements for purchasing and disposal, including bid specifications, etc. | | | X | | | X | X |
| 5. Develop procedures for business and financial management | | | X | X | | X | |
| F. Financial and Equipment Management | | | | | | | |
| Comply with health and safety and ADA requirements | | | X | | X | | X |
| Maintain capital equipment inventory | | | X | | | | |
| 3. Provide for facility repair | | | X | | | | |
| 4. Establish procedures for equipment maintenance, repair and replacement | X | | X | | | | |
| 5. Establish procedures and policies for | | | X | X | | | |
| facility and equipment use and security 6. Establish procedures for donations, leases or renting of equipment and supplies | | | X | X | | | X |
| 7. Interpret and apply requirements for construction of new or renovated facilities | | | X | | | | X |
| 8. Establish and monitor procedures for | | | X | X | | | X |
| facility and equipment rental G. Professional and Staff Development | | | | | | | |
| 1. Participate in professional organizations, meetings and programs for self-development | X | X | | | | | |
| Encourage participation in professional and other technical related organizations for training and development | | X | X | | | | |
| 3. Comply with state and local requirements regarding professional development | | | X | | | | X |
| 4. Survey in-service training needs of staff5. Develop and evaluate effectiveness of | X | | X X | X | | | |
| development program 6. Provide in-house professional staff | | | X | | | | |
| development program 7. Facilitate technical in-service training of instructors and arrange for faculty return-to-industry experiences and/or substricts in | | | X | | | | |
| sabbaticals 8. Develop individual professional development plans for staff and self | X | | X | | | | |

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| Develop partnership with business, industry and labor | | X | X | X | X | | |
| 2. Identify alternative application | | | X | X | | X | |
| requirements and submission approval procedures (e.g., financial and other) | | | | | | | |
| 3. Lobby for financial resources and | | | X | | | | X |
| legislation | | | ** | | | ** | |
| 4. Correlate resource acquisition with program goals, objectives and needs | | | X | | | X | |
| I. Marketing Vocational-Technical Educa | ition | <u> </u> | | | <u> </u> | | |
| Develop a student recruitment and | X | | X | X | | | |
| marketing plan plus accompanying guidelines utilizing all resources available (e.g., special events, promotional material, target groups) | | | | | | | |
| 2. Determine effectiveness of marketing plan | | | X | X | | | |
| J. Public Relations | ı | ı | ı | 1 | 1 | | |
| Seek out and make use of all opportunities to create a positive image for vocational education | X | X | X | X | | | |
| Give public recognition to supporters of vocational education and student/staff achievements | | | X | | | | |
| 3. Comply with Freedom of Information and Privacy Acts | | | X | | | | X |
| 4. Serve on internal/external boards, councils and committees | | X | X | | | | |
| 5. Participate in civic and professional | | X | X | | | | |
| groups 6. Identify and work with community leaders | | X | X | | | | |
| K. Economic Development | | | | | | | |
| Develop institution as a local economic development resource, including technical assistance, customized training, etc. | | X | X | X | | | |
| L. Program Articulation 1. Develop articulation agreements | <u> </u> | <u> </u> | v | | X | I I | |
| Develop articulation agreements Maintain and renew articulation | | | X | | Λ | | |
| agreements | | | V | | | | |
| 3. Establish procedures for granting credit or waiver of requirements | | | X | | | | |
| M. Leadership for Special Needs | T | | T | Т | T | 1 | |
| Establish internal and external public relations efforts to develop positive | | X | X | | | | |
| attitudes toward the vocational special | | | | | | | |
| needs program and students 2. Promote open communications and | X | | X | | | | |
| team work between coordinators, counselors, faculty, staff, and parents providing the components of student IEPs | Λ | | Λ | | | | |
| 3. Ensure that facility is barrier free | | | X | | | | X |
| Provide resources for appropriate curriculum and equipment modification to meet the special needs of students | | | X | | X | | |
| 5. Assign adequate numbers of qualified staff and resources to meet the needs of students with special needs | | | X | | | | |
| 6. Monitor and review all special needs program components on an ongoing basis | | | X | | | | X |

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| 7. Maintain and provide security for records | | | X | | | | X |